# **Henley MSc in Coaching & Behavioural Change**

# **HLY-Device-RGB2Application for UK Registered Charity Discount**

# Please fill in all sections and return by email to [**exec@henley.ac.uk**](mailto:exec@henley.ac.uk) **by 1st June 2020**

|  |
| --- |
| **Section 1 : Applicant and Charity Details** |

|  |  |
| --- | --- |
| Title (Mr/Mrs/Ms/Miss/Other): |  |
| Surname: |  |
| Forename(s): |  |
| Job Title: |  |
| Charity Name: |  |
| UK Registered Charity Number: |  |

|  |
| --- |
| **Section 2 : Charity Employment Status** |

|  |  |
| --- | --- |
| **What is your employment status at the above charity? Tick all that apply.** | |
| Full Time: |  |
| Part Time: |  |
| If Part Time, how many hours per week do you work? |  |
| Permanent Contract: |  |
| Fixed term – please provide further details |  |
| **Is this your sole employment?** |  |
| Yes – continue to next section |  |
| No – please provide further details of other remunerative employment |  |

|  |
| --- |
| **Section 3 : Authorisation** |

|  |  |
| --- | --- |
| **Authorising Manager Details:** | |
| Name: |  |
| Job Title: |  |
| Email Address: |  |
| Contact Telephone Number: |  |

I confirm that the aforementioned charity (see Section 1) supports the application of the above named employee and will pay the balance of tuition fees.

|  |
| --- |
| Signature of Authorising Manager: |
| Date: |

*Please note that invoicing details will be required at the point of offer acceptance*.

**Declaration**

I understand that any discounted fee offer may be retracted should my employment status change, and that I, as the student, would become liable for the payment of full tuition fees.

|  |
| --- |
| Signature of Applicant: |
| Date: |

|  |
| --- |
| **Section 4 : Supporting Document Checklist** |

|  |  |
| --- | --- |
| * Opinion piece |  |
| * Personal statement |  |
| * CV |  |
| * Employer supporting letter |  |

|  |  |
| --- | --- |
| **Office use only:** | |
| Discount Awarded: Yes / No |  |
| % Discount: |  |
| Staff Name: |  |
| Date: |  |